**Head of English**

**Job Description**

**Department:** English Faculty

**Direct Reporting Line:** Head of Secondary/School Principal

**Head of Faculty: English**

**The English Faculty is made up of the English, Media Studies and Drama departments. They work closely together and have regular meetings to share best practice and ensure that what is taught is stimulating to all students.  The faculty has grown this year in light of recent academic success, and now covers the following A-Level and GCSE Options:**

* **English Literature**
* **English Language**
* **Drama**
* **Media Studies**

**Head of faculty sits on the school’s Secondary Leadership Team (SECLT), responsible for the monitoring and leadership across the secondary school.**

**Responsibilities**

***Curriculum***

* Setting the syllabus for English, in agreement with the Deputy Head, and maintaining the appropriate documentation including Schemes of Work and Departmental Handbook etc in line with the school’s Teaching and Learning Policy
* Contributing to the overall academic development of the school as a Head of Faculty, specifically attending SECLT meetings
* Leading change within the Faculty
* Promoting English outside the classroom, including the development of cross-curricular links
* Keeping abreast of information concerning external curriculum developments e.g. National Agenda Priorities.
* Liaising with the Head of Inclusion

***Management of staff and resources***

* Further embedding a culture of high expectation
* Monitoring the quality of teaching and learning across the faculty
* Guiding and supervising the teaching practice and development of all teachers across the faculty
* Ensuring effective communication within all three departments; chairing and recording departmental meetings
* Keeping a departmental Development Plan
* Analysing pupil performance throughout the year and in summative exams
* Producing and managing the departmental budget, and overseeing the ordering and allocation of resources – including international orders
* Assisting the administration of National Agenda testing in relation to the UAE National Agenda

*Person description*

Essential

* Experience within a leadership role alongside the drive to inspire, manage and develop the faculty.
* An outstanding and inspirational English teacher who is able to set high standards for the department.
* Proven track record of ability to teach across all three Key Stages.
* Have a track record of successful teaching and learning, with results as evidence.
* Ability to analyse data effectively and use it to develop progress and attainment across the faculty.
* A team player who will work happily with teaching and non-teaching colleagues.
* The ability to be flexible, collaborative and resilient.
* An ability to communicate easily with parents.
* A commitment to the aims and ethos of the School.
* A willingness to be involved in the whole life of the School.
* A degree in English Language or English Literature.

 Desirable, but not essential

* Experience of the International Sector
* Recent professional development demonstrating current professional knowledge of the UAE National Agenda framework

The School reserves the right to make an appointment before the closing date, so applicants are encouraged to apply immediately.’